FFY06 Homeland Security Grant Program

State of Arizona

Governor's Office of Homeland Security

Supplement to

Federal Grant Program Guidelines

May 1, 2006

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FFY 2006 Homeland Security Grant Program

Dear Stakeholder:

Thank you for your participation in the Federal Fiscal Year 2006 (FFY 2006) Homeland Security Grant Program. From the daily operations you perform to the long-term planning and coordination, I appreciate the energy and dedication you put forth in working to keep Arizona safe and secure.

Arizona Office of Homeland Security staff has assembled these guidelines for your use in proceeding with the 2006 grant process. This supplement includes a timeline, along with guidelines regarding what the state agencies, regional advisory councils and individual jurisdictions will be required to do as part of the process. The guidelines are meant to provide a step-by-step description of what is required.

Should you have questions about any of the following, please do not hesitate to contact the Arizona Office of Homeland Security or the Arizona Division of Emergency Management. All of the contact information can be found on page 7 of this supplement.

We appreciate your efforts and look forward to continuing to work with you.

Regards,

Frank F. Navarrete, Director
Arizona Office of Homeland Security

Chapter One

In this Chapter   This chapter contains the following topics:

- Purpose of the Governor's Office of Homeland Security Supplement to the Federal Grant Program Guidelines
- FFY2006 Grant Overview/Eligible Recipients
- Changes from FFY2005 Homeland Security Grant Program
- Federal Grant Program Guidance and Updates
- State Contacts

Purpose of the Arizona Supplement to the Federal Grant Program Guidelines

The *Governor's Office of Homeland Security Supplement* is intended to provide grant /project applicants with an understanding of FFY 2006 State Homeland Security Grant Program (SHSGP) and Law Enforcement Terrorism Prevention Program (LETPP) requirements. This document will provide Regional Advisory Councils (RAC), local jurisdictions, Tribes, and state agencies with allowable project guidelines, application/project summary submittal timelines, and an overview of the grant award process. It also provides applicants with an overview of State requirements within the Guidelines published by the United States Department of Homeland Security (DHS), Office of State and Local Government Coordination and Preparedness (SLGCP), and Office of Grants and Training (OG&T).

Overview of the State Homeland Security Grant Program

The U.S. Department of Homeland Security, through the Office of Grants and Training, provides funding to the State of Arizona for state and local first responder agencies (i.e. fire, law enforcement, emergency medical services, emergency management, etc.). These funds are used to enhance regional capability and capacity to prevent terrorist attacks, reduce Arizona's vulnerability to all critical hazards, and minimize the damage and recover from all critical hazards that affect the safety, well being, and economic security of the citizens and residents of Arizona. The five programs included in the FFY 2006 Homeland Security Grant Program are:

- State Homeland Security Grant Program (SHSGP)- Designed to provide financial assistance to prevent, protect against, respond to, and recover from acts of terrorism and catastrophic events and support State Homeland Security Strategy implementation. National Budget: $550M
- Law Enforcement Terrorism Prevention Program (LETPP)- Focused on the prevention of terrorism and includes intelligence gathering and sharing activities among public safety and law enforcement communities. National Budget: $400M. Note: LETPP funds are dedicated solely to Law Enforcement agencies; agencies that are not Law Enforcement cannot receive/use LETPP funds.
- Urban Area Securities Initiative (UASI)- Designed to provide financial assistance to prevent, protect against, respond to, and recover from acts of terrorism and catastrophic events in identified Urban Areas and support Urban Area Homeland Security Strategy implementation.
- Metropolitan Medical Response System (MMRS)- Designed to fund planning and preparedness for large-scale medical response for catastrophic events.
- Citizen Corps Program (CCP)- Promotes citizen leadership and engages citizens in all-hazards prevention, protection, response, and recovery.

Of the above, the first two (SHSGP and LETPP) are covered in this supplement. For more information on UASI, MMRS, or CCP funds, please see page 7 for the appropriate contacts.

Program Changes

The FFY06 HSGP guidance has several key changes since FFY2005. Subgrantees should carefully read the following items to understand FFY06 HSGP requirements, guidelines and changes:

- The FFY06 Homeland Security Grant Program marks the first grant cycle in which we have a National Preparedness Goal and subsequent National Priorities to guide the application process and expenditure of funds.
- Funding for SHSGP and LETPP is being allocated on risk and need. To request FFY2006 funds, the State had to submit a grant application by March 2, 2006 for evaluation in a peer-review process hosted by DHS. Funding will then be allocated to States based on demonstrated risk and need. Each State and Territory will receive a base allocation of SHSGP and LETPP funds. The remainder of the grant allocation is competitive in nature, and is based on risk and the effectiveness of the State's application/plan to address identified priorities and thereby reduce overall risk.
- All FFY2006 Federal preparedness assistance programs must reflect and support the National Incident Management System implementation at the State, local, and Tribal government level. Agencies are required to become fully compliant with NIMS by the end of FFY2006 (September 30, 2006). NIMS compliance will be a condition of receiving Federal funding in FFY2007. For more information on NIMS compliance the contact information can be found on page 7.
- States will receive the awards by lump-sum per HSGP (i.e. State Homeland Security Grant Program, Urban Area Securities Initiative, Metropolitan Medical Response System). Once Arizona receives the grant award allocation, we will revert to our traditional risk formula to determine the amount of allocations for each Region and State Agency. The Regional Advisory Councils will also continue the funding recommendations based on projects.

Federal Grant Program Guidance and Updates

The U.S. Department of Homeland Security (DHS) published the *FY 2006 Homeland Security Grant Program, Program Guidelines and Application Kit,* on December 2, 2005. The *Guidelines and Kit* may be obtained at http://www.ojp.gov/odp/docs/fy06hsgp.pdf. DHS periodically publishes Information Bulletins to release, update, amend or clarify grants and programs that they administer. DHS's Information Bulletins can be found at http://www.ojp.usdoj.gov/odp/docs/bulletins.htm. If you have any questions about the impact of these Information Bulletins on your active grant, contact the appropriate state personnel listed at the end of Chapter One.

State Contact Information   Grant related questions, comments and correspondence should be directed to the following contacts listed below:

SHSGP/ LETPP

1) State of Arizona
   Governor's Office of Homeland Security
   1700 W. Washington Street   Fax: (602) 542-1729
   Phoenix, Arizona 85007

   Regional Advisory Council and Local Jurisdictions Point of Contact:
   Bob Kimmell, Assistant Director for Strategic Operations
   (602) 542-1708   bkimmell@az.gov

   Greg Manning, Planner   (602) 542-1716 (Office)   gmanning@az.gov

   Susan Dzbanko, Planner   (602) 542-1777 (Office)   sdzbanko@az.gov

   State Agencies Point of Contact
   Karina Ordóñez, Assistant Director for Strategic Policy
   (602) 542-7012   kordonez@az.gov

2) Arizona Division of Emergency Management
   5636 E McDowell Road   Fax: (602) 231-6206
   Phoenix, Arizona 85008

   Jan Kimmell, Asst. Director, Preparedness Section   (602) 231-6398
   jan.kimmell@azdema.gov

   Mark Howard, Grant Administrator   (602) 231-6212 (Office)
   mark.howard@azdema.gov

UASI

Marcus Aurelius- Co-Chair   Warren Leek- Co-Chair
Co-Chair- UASI Work Group   Co-Chair- UASI Work Group
City of Phoenix Emerg. Mgt.   Maricopa County Emerg. Mgt.
(602) 495-2077   (602) 273-1411
marcus.aurelius@phoenix.gov   warrenleek@mail.maricopa.gov

MMRS

Chris DeChant- MMRS Chief   Glendale Fire Dept.
(623) 764-1013   cdechant@glendaleaz.com

CCP

Embe Kugler- Citizen Corps Director   Arizona Division of Emerg. Mgt.
(602) 231-6307   embe.kugler@azdema.gov

NIMS Compliance

Vic Calderon- ADEM   (602) 231-6327   Vic.Calderon@azdema.gov

Frank Kriz- ADEM   (602) 621-1892   frank.kriz@azdema.gov

Chapter Two

Context and State Process

In this Chapter   This chapter contains the following topics:

- Guidance from the National Preparedness Goal and State Homeland Security Strategy
- Regional Approach
- Grant Process and Timeline

Guiding Documents/Sources

National Preparedness Goal   FFY06 marks the first grant cycle in which the National Preparedness Goal is in place to outline National Priorities and focus expenditures on building capabilities while reducing risks. This common planning framework and the tools that support it allow the nation to define target levels of performance and measure progress made toward achieving them.

The **National Preparedness Goal** is: To achieve and sustain risk-based target levels of capability to prevent, protect against, respond to, and recover from major events, and to minimize their impact on lives, property, and the economy through systematic and prioritized efforts by Federal, State, local, and Tribal entities, their private and non-governmental partners, and the general public.

The **National Priorities and Capabilities** (lettered) are (Figure 1):
- Expanded Regional Collaboration
- Implement the NIMS and National Response Plan
- Implement the Interim National Infrastructure Protection Plan
- Strengthen Information Sharing and Collaboration Capabilities
    a. Information Sharing and Dissemination
    b. Law Enforcement Investigation and Operations
- Strengthen Interoperable Communications Capabilities
    a. Interoperable Communications
- Strengthen Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Detection, Response, and Decontamination Capabilities
    a. CBRNE Detection
    b. Explosive Device Response Operations
    c. WMD/Hazardous Material Response and Decontamination
- Strengthen Medical Surge and Mass Prophylaxis Capabilities
    a. Mass Prophylaxis
    b. Medical Surge

Seven National Priorities

Eight Priority Capabilities

OVERARCHING PRIORITIES

- Expanded Regional Collaboration
- Implement the National Incident Management System and National
- Implement the Interim National Infrastructure Protection Plan

CAPABILITY-SPECIFIC PRIORITIES

- Strengthen Information Sharing and Collaboration
- Strengthen Interoperable Communications
- Strengthen CBRNE Detection, Response, and Decontamination
- Strengthen Medical Surge and Mass Prophylaxis

Eight Priority Capabilities:

- Information Sharing and Dissemination
- Law Enforcement Investigation and Operations
- Interoperable Communications
- CBRNE Detection
- Explosive Device Response Operations
- WMD/Hazardous Materials Response & Decontamination
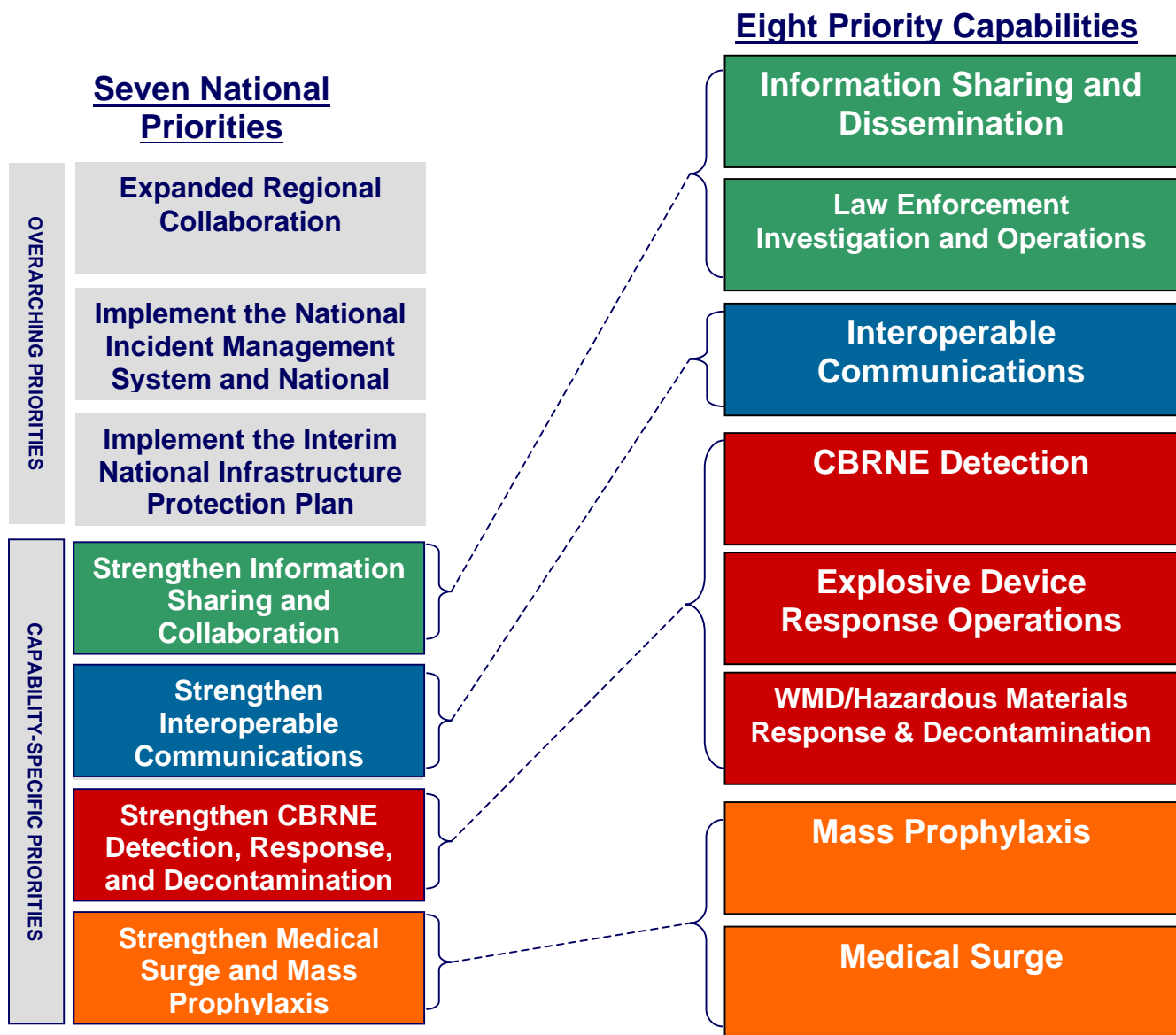- Mass Prophylaxis
- Medical Surge

Figure 1: National Priorities and Capabilities

State Homeland Security Strategy

The Arizona State Homeland Security Strategy (SHSS) provides strategic direction for enhancing regional capability, capacity and collaboration to: prevent terrorist attacks within Arizona; reduce Arizona's vulnerability to terrorism and all other critical hazards; and minimize the damage and recover from terrorism. The strategy draws guiding principles and objectives from a variety of sources, including, but not limited to: *National Strategy for Homeland Security 2002, Homeland Security Presidential Directives,* U.S. DHS' *National Preparedness Goal,* U.S. DHS' *National Response Plan,* Governor Napolitano's *Securing Arizona, A Roadmap for Arizona Homeland Security*: *Securing Arizona 2003,* and the *Arizona State Homeland Security Strategy 2004.*

In FFY 2006, the Arizona Office of Homeland Security (AOHS) will coordinate and oversee the funding allocation process for the State Homeland Security Grant Program (SHSGP) and Law Enforcement Terrorism Prevention Program (LETPP). AOHS will apply the resources available from the U.S. Department of Homeland Security (DHS) through the Office for State and Local Government Coordination and Preparedness (SLGCP) along with other state funds to support the State Homeland Security Strategy and the planning, equipment, training and exercise needs of the State. Grant fund allocations will be focused on project proposals that foster the further development and enhancement of regional capability, capacity and program sustainment to prevent and reduce the vulnerability of Arizona from Weapons of Mass Destruction (WMD), Improvised Explosive Devices (IED)/terrorism incidents and all other critical hazards.

Multiple disciplines, including, but not limited to emergency management, law enforcement, fire service, emergency medical service, public works, transportation, and information/communication technology must evaluate current capability strengths and weaknesses, identify specific resources required to sustain priority capabilities, and support project funding requests through documented performance measurements and long term projected results. A standardized threat and vulnerability risk assessment performed through the Arizona Counterterrorism Information Center (AcTIC) will also be used in identifying regional threat elements, vulnerable key assets and critical infrastructures throughout the State.
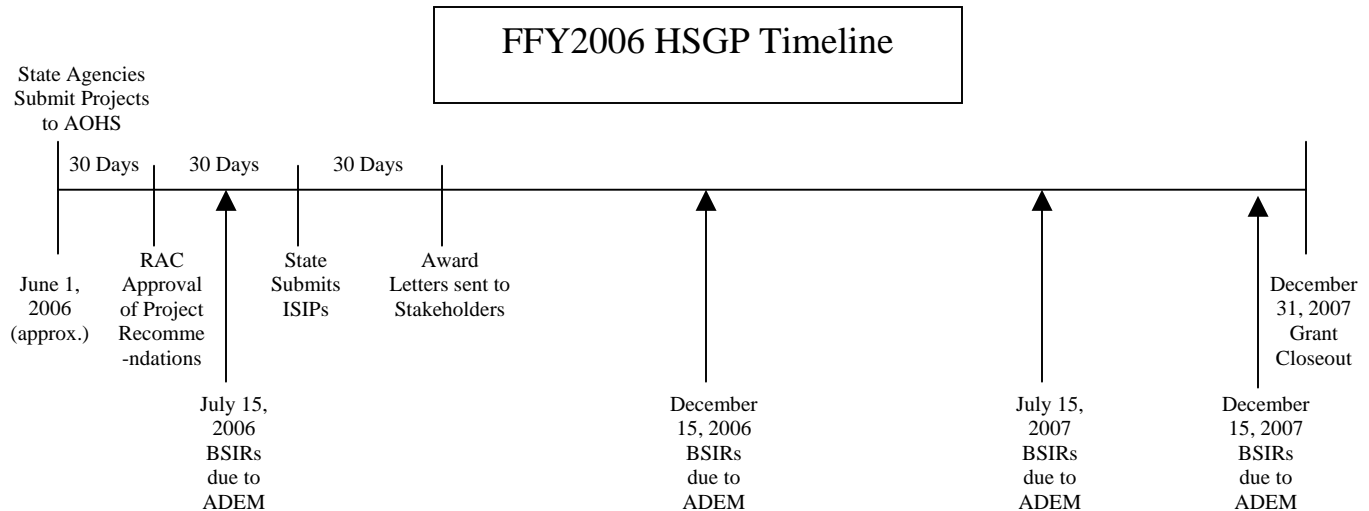
Regional Approach and the Regional Advisory Councils (RAC's)

Five Regional Advisory Councils (RACs) were established by a State of Arizona Charter in 2004. RAC members are appointed by the Governor's Homeland Security Coordinating Council. The RAC Charter mandates that RAC membership consist of representation from local government, first responder agencies (police, fire and medical) and Tribal Nations. In addition, two Ad Hoc members sit on each of the five RAC's. The RAC's serve as one of the authority bodies in the decision-making process of how the State Homeland Security Grant Program (SHSGP) and Law Enforcement Terrorism Prevention Program (LETPP) funds are to be used by local jurisdictions. Upon review and approval of projects by the RAC, the Arizona Office of Homeland Security reviews for final funding approval. The regional concept is envisioned as a collaborative process that focuses on assessing existing response capabilities, and subsequently how to enhance and sustain these capabilities to support all communities in the region.

Under this Charter, the RAC's are directed to develop, implement, and maintain a regional homeland security strategy (in alignment with the state strategy) that provides direction and priorities to assist the local jurisdictions in submitting project requests for grant funding.

FFY2006 Grant Process

The flow chart below outlines the timeline for the FFY2006 Homeland Security Grant Program.
A more detailed description of each step is given on subsequent pages.

FFY2006 HSGP Timeline

State Agencies
Submit Projects
to AOHS

| 30 Days | 30 Days | 30 Days |

June 1,
2006
(approx.)

RAC
Approval
of Project
Recomme
-ndations

State
Submits
ISIPs

Award
Letters sent to
Stakeholders

December
31, 2007
Grant
Closeout

July 15,
2006
BSIRs
due to
ADEM

December
15, 2006
BSIRs
due to
ADEM

July 15,
2007
BSIRs
due to
ADEM

December
15, 2007
BSIRs
due to
ADEM

Due Date	Responsible Party	Action	Description
May 31, 2006	State Agencies	State Agency Projects Due (see page 15 for guidance)	All project proposals from State Agencies are due to AOHS for review and approval.
June 1, 2006 (estimated)	DHS	FFY2006 Grant Award notification from U.S. Department of Homeland Security	AOHS receives written notification of HSGP award for FFY2006. The award is based on the application submitted on February 28, 2006. The application was a statewide proposal based on input and initiatives from the RAC's and State Agencies.
June 15, 2006 (estimated)	AOHS	Allocation of award to Regions and State Agencies from AOHS	Based on a formula developed by the AcTIC and AOHS that is risk based (Risk=Threat x Vulnerability x Population), Arizona's FFY2006 HSGP is allocated to the regions and state agencies
April 2006- June 2006	Local Jurisdictions	Local jurisdictions submit Projects to RAC's (see page 15 for guidance)	Stakeholders from local jurisdictions and Tribal governments submit project proposals to AOHS The final lists are then sent to the RAC's for review/approval based on allocated amounts from above.

30 days from US DHS Award Notification (≈July 1, 2006)	RAC's	RAC Approval of Project Recommendations	RAC's must submit their plans for using their regional allocation. This submission will describe which projects have been funded, and at what levels.
15 days from RAC submission of Approved Projects	AOHS	AOHS Director approval of projects	Upon the receipt of RAC project approvals from above, AOHS Director will review submissions for final approval. State agency projects submitted on May 31, 2006 will also be reviewed at this time. Final approval will be based on cohesion with the Regional strategy, the State Homeland Security Strategy, and the National Preparedness Goal. The projects will also be reviewed to ensure the proposal is an allowable use of Grant funds. (See pages 13-15)
July 15, 2006 (and every 6 months afterwards: Dec. 15, 2006, July 15, 2007, Dec. 15, 2007)	ADEM (with input from all recipients of FFY2006 Grant Funds)	Biannual Strategy Implementation Reports (BSIR) due.	Following the award of a grant, the State and subgrantees (local jurisdictions) will be responsible for providing updated obligation and expenditure information on a regular basis. BSIR forms and criteria will be distributed for completion in advance. BSIRs are due every 6 months to ADEM for compiling and submission to US DHS.
60 Days from DHS Award Notification (estimated Aug. 1, 2006)	ADEM	State submits Initial Strategy Implementation Plans (ISIP)	State submits a finalized list of projects and corresponding funding amounts to the federal government for final approval
15 Days after Receipt of ISIP Approval from DHS	ADEM	Award Letters sent to State Agencies, RAC's and local jurisdictions	Upon receipt of federal Approval of ISIPs, award letters will be sent to stakeholders whose projects have been approved. Those jurisdictions can then begin implementation of projects
Quarterly after Award Letters are sent	All Recipients of FFY2006 Grant Funds	Performance Reports	Update on progress of projects is due to the Grant Administrator at ADEM. Forms and instructions will be distributed to stakeholders in advance.

Ongoing in Grant Process	All Recipients of FFY2006 Grant Funds	Payment Requests	Once work has been completed on a project (or portions of work), requests for reimbursement can be submitted to the Grant Administrator at ADEM. Local jurisdictions are responsible for paying for the work initially, and then submitting requests for reimbursement. Work cannot be paid for directly by ADEM.
December 31, 2007	All Recipients of FFY2006 Grant Funds	Closeout of Grant	Work on projects paid for by FFY2006 Grant Funds must be completed and all requests for reimbursement must be submitted no later than 90 days prior to expiration of the grant life cycle.

Required Data for Project Submissions

Project applications for FFY2006 will be submitted to the State through an online database. The database will allow stakeholders to view projects that have been submitted, and allow jurisdictions to update and edit their submissions as necessary. (The online tool will be available in late May. The following is the information that will be required of all project applications. You may begin collecting this information now in order to expedite the application process.)

1) Project Point of Contact (Name, Address, Phone, E-mail, Agency)
2) Project Alternate Point of Contact (Name, Address, Phone, E-mail, Agency)
3) Project Title
4) Project Description/Scope of Work
5) Identification of State Initiative(s) the project supports:
   a. Implement NIMS and NRP Capabilities
   b. Border Issues and Enhanced Protection Capabilities
   c. Arizona Infrastructure Protection Program Implementing NIPP
   d. Information Sharing and Regional Collaboration Capabilities
   e. Law Enforcement Investigation and Operations
   f. Interoperable Communications Capabilities
   g. Strengthen CBRNE Detection and Response
   h. Explosive Device Response Operations
   i. WMD/HazMat Response and Decontamination Capability
   j. Mass Prophylaxis Capability
   k. Medical Response Surge Capability
   l. TOPOFF 4
   m. Sustainment
   n. Four Corners Collaborative Planning
6) Explain how the project impacts the Initiative(s) identified
7) Other Funding Sources being used to support this project
8) Project Dollar Amount requested for this Grant Period (FFY2006) from:
   a. SHSGP
   b. LETPP (for law enforcement agencies only)
9) Is your agency/department NIMS compliant?
10) Is this project a continuation (Phase II, III, etc.) from a previous grant year?

Policies and Requirements

Allowable Expense Guidelines:

Planning	• Developing and implementing Homeland Security support programs and adopting DHS national initiatives including but not limited to the following:
	  o Implementing the National Preparedness Goal and Guidance
	  o Implementing and adopting NIMS
	  o Modifying existing incident management and Emergency Operations Procedures (EOPs) to ensure proper alignment with the NRP coordinating structures, processes, and protocols
	  o Establishing or enhancing mutual aid agreements
	  o Developing communications and interoperability protocols and solutions
	  o Conducting local, regional, Tribal, and statewide program implementation meetings
	  o Developing or updating resource inventory assets in accordance to typed resource definitions issued by the NIMS Integration Center
	  o Designing State, Tribal, regional and local geospatial data systems
	  o Conducting public education and outreach campaigns, including promoting individual, family and business emergency preparedness; alerts and warnings education; and evacuation plans
	• Developing related terrorism prevention activities including:
	  o Planning to enhance security during heightened alerts, during terrorist incidents, and/or during mitigation and recovery
	  o Multi-discipline preparation across first responder community, including EMS for response to catastrophic events and acts of terrorism
	  o Public information/education: printed and electronic materials, public service announcements, seminars/town hall meetings, web postings coordinated through local Citizen Corps Councils
	  o Citizen Corps volunteer programs and other activities to strengthen citizen participation
	  o Conducting public education campaigns, including promoting the *Ready* campaign and/or efforts that build upon the *Ready* campaign
	  o Evaluating CIP security equipment and/or personnel requirements to protect and secure sites
	  o CIP cost assessments, including resources (e.g., financial, personnel) required for security enhancements/deployments
	• Developing and enhancing plans and protocols, including but not limited to:

	- o Developing or enhancing EOPs and operating procedures - o Developing terrorism prevention/deterrence plans - o Developing plans, procedures, and requirements for the management of infrastructure and resources related to HSGP and implementation of State or Urban Area Homeland Security Strategy - o Developing or enhancing border security plans - o Developing or enhancing cyber security plans - o Developing or enhancing cyber risk mitigation plans - o Developing or enhancing agriculture/food security risk mitigation, response, and recovery plans - o Developing public/private sector partnership emergency response, assessment, and resource sharing plans - o Developing or updating local or regional communications plans - o Developing plans to support and assist special needs jurisdictions, such as port authorities and rail and mass transit agencies - o Developing or enhancing continuity of operations and continuity of government plans - o Developing or enhancing existing catastrophic incident response and recovery plans to include and integrate Federal assets provided under the NRP - o Developing or enhancing existing evacuation plans - o Developing or enhancing citizen surge capacity - Developing or conducting assessments, including but not limited to: - o Conducting point vulnerability assessments at critical infrastructure sites/key assets and develop remediation/security plans - o Conducting cyber risk and vulnerability assessments - o Conducting assessments and exercising existing catastrophic incident and recovery plans and capabilities to identify critical gaps that cannot be met by existing local and State resources - o Activities that directly support the identification of specific catastrophic incident priority response and recovery projected needs across disciplines - o Activities that directly support the identification of pre-designed temporary housing sites
Equipment	FFY2006 HSGP funds may be used for equipment acquisition from the 21 equipment categories listed in the FFY2006 Grants & Training Approved Equipment List (AEL). The AEL is available in its entirety online at http://www.rkb.mipt.org
Training	- Funds may be used to enhance the capabilities of State, Tribal, regional and local emergency preparedness and response personnel through development of a State homeland security training program. Allowable training-related costs include: - Establishment of support for, conduct of, and attendance at

	preparedness training programs within existing training academies/institutions, universities, or junior colleges. Preparedness training programs are defined as those programs related to prevention, protection, response, and/or recovery from natural, technical, or manmade catastrophic incidents, supporting one or more Target Capabilities in alignment with national priorities as stated in the National Preparedness Goal. Examples of such programs include but are not limited to CBRNE terrorism, critical infrastructure, cyber security, and citizen preparedness 2. Overtime and backfill costs associated with attendance at G&T-sponsored and approved training courses. SHSGP may also be used for training citizens in awareness, prevention, protection, response, and recovery skills

Exercises	• Funds may be used to design, develop, conduct, and evaluate exercises that:
	  o Provide homeland security preparedness personnel and volunteers a venue to practice prevention, protection, response, and recovery activities
	  o Evaluate prevention and response plans, policy, procedures, and protocols, including NIMS and NRP
	  o Assess the readiness of jurisdictions to prevent and respond to terrorist attacks
	  o Encourage coordination with surrounding jurisdictions in prevention, protection, response, and recovery activities

Personnel	• Hiring, overtime, and backfill expenses are allowable only to perform programmatic activities deemed allowable under existing guidance. Supplanting, however, is not allowed. • Hiring planners, training program coordinators, exercise managers, and grant administrators are allowable program management functions.
Management & Administration	• No more than 5 percent of the State's allocation under SHSGP may be used for M&A. Local jurisdiction subgrantees may retain and use up to 3 percent of their subaward from the State for local M&A purposes

Other Policies

Monitoring Grantee Performance

The state may perform periodic reviews of Grantee performance of eligible activities and approved projects. These reviews may include, but are not limited to:

- Comparing actual subgrantee activities to those approved in the grant application and subsequent modifications, if any.
- Ensuring that advances have been disbursed in accordance with applicable guidelines.
- Confirming compliance with:
  - Grant Assurances.
  - Information provided on performance reports and payment requests.
  - Needs and threat assessments and strategies.

Suspension or Termination

The state may suspend or terminate grant funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to comply with the requirements or statutory objectives of federal or state law.
- Failing to make satisfactory progress toward the goals or objectives set forth in the grant application.
- Failing to follow grant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in the application or other report or document.

Before taking action, the state will provide the grantee reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

Public Records   The details of any application, modification, report, and payment request will be subject to the provisions of the Arizona Public Records Act. This means that all, or part, of the information provided to the state may be publicly disclosed. While the state will make every effort to protect sensitive information, it is imperative that information provided to the state does not contain information that constituent jurisdictions or agencies believe are confidential. The applicant and subgrantee's failure to protect such information from disclosure may jeopardize the safety and security of the people of the State of Arizona. For example, do not specifically identify potential targets, locations, and their vulnerabilities if this information is not already public knowledge. While bridges and shopping malls are well known targets, key distribution points of petroleum products and data storage facilities are not. Applicants and subgrantees should prepare and submit information to the state with the expectation that it may be made publicly available. If there are any questions about the inclusion of sensitive information in any information provided to the state, contact the Governor's Office of Homeland Security.

Glossary of Acronyms

AcTIC- Arizona Counter Terrorism Information Center
ADEM- Arizona Division of Emergency Management
AEL- Approved Equipment List
AOHS- Arizona Office of Homeland Security

BSIR- Biannual Strategy Implementation Report

CBRNE- Chemical, Biological, Radiological, Nuclear, Explosive
CCP- Citizen Corps Program
CIP- Critical Infrastructure Protection

DHS- Department of Homeland Security

EMS- Emergency Medical Services
EOP- Emergency Operations Plan

FFY- Federal Fiscal Year

HSGP- Homeland Security Grant Program

IED- Improvised Explosive Device
ISIP- Initial Strategy Implementation Plan

LETPP- Law Enforcement Terrorism Prevention Program

M&A- Management and Administration
MMRS- Metropolitan Medical Response System

NIMS- National Incident Management System
NRP- National Response Plan

RAC- Regional Advisory Council

SHSGP- State Homeland Security Grant Program
SHSS- State Homeland Security Strategy
SLGCP- State and Local Government Coordination and Preparedness

TOPOFF- stands for "Top Officials"; TOPOFF is a national-level, multi-agency, multi-jurisdictional, "real- time", limited-notice WMD response exercise, designed to better prepare senior government officials to effectively respond to an actual terrorist attack involving WMD

UASI- Urban Area Security Initiative

WMD- Weapons of Mass Destruction